

## **Chapter Overview**

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**Introduction**      The objective of this chapter is to provide information on how to navigate through SDA II and the functions that you need to know to operate in SDA II.

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**In this chapter**      The following topics will be discussed in this Chapter:

<b>Section</b>	<b>Topic</b>	<b>See Page</b>
A	Introduction to the SDA II System	1-A-1
B	SDA II System Basics	1-B-1
C	Signature of Responsible Officer	1-C-1
D	Communication and Information Flow	1-D-1
E	Corrections/Changes to Official Documents	1-E-1

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## **Section Overview**

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**Introduction**      This section talks about the purpose of the SDA II system.

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**In this section**      The following topic will be discussed in this section:

<b>Topic</b>	<b>See Page</b>
Purpose	1-A-2
How it Works	1-A-2
Target	1-A-2
How you operate it	1-A-2

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## Introduction to the SDA II System

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<b>Purpose</b>	The Source Data Automation II (SDA II) system replaces the original Source Data Automation (SDA) system of the United States Coast Guard Military Pay and Personnel System.
<b>How it Works</b>	SDA II takes a Coast Guard member's pay and personnel event, such as a permanent change of station, and collects the relevant data into an electronic database via a computer. This data is captured, validated, reviewed and approved at the PERSRU, and then transmitted to the Personnel Management Information System/Joint Uniform Military Pay system (PMIS/JUMPS) at HRSIC for processing.
<b>Target</b>	<p>SDA II is installed on networked Coast Guard standard workstations running PROGRESS with telecommunication connections between PMIS/JUMPS and each PERSRU. Each workstation consists of the following:</p> <ul style="list-style-type: none"><li>• BTOS Monitor</li><li>• BTOS Keyboard</li><li>• CPU</li></ul>
<b>How You Operate It</b>	<p>Information can be entered into and retrieved from member's records via SDA II's menus of choices. A menu is an online list of events and related transactions presented as menu options. Your monitor will display this list of options from which you can make your selection.</p> <p>When you choose an option, SDA II will in turn display the next appropriate screen. How you manipulate the information presented on the screen depends on the type of screen the monitor displays and what you wish to add, delete, or change about a member's record.</p>

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## Section Overview

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**Introduction**      In this section we will be discussing the following:

- Menu Structures in SDA II
  - Screen Types in SDA II
  - What a menu does
  - How to get started in SDA II
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**In this section**      The following topics will be discussed in this section:

Topic	See Page
SDA II Menus	1-B-2
Monitor Screens	1-B-3
Menu Screens	1-B-4
Transaction Screens	1-B-5
Data Entry Screens	1-B-6
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## SDA II Menus

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<b>Definition: Menu</b>	A menu is an online group of options or transactions.
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<b>What a Menu Looks Like</b>	A menu appears on the screen as a list of choices, with each choice given a letter of a key to press to select that choice. Here is a sample cascading menu:
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SDA II	97 OCT 08	FastPath ID: revmenu
+----- SDA II Main Menu -----+		
A.	----- Regular Events Menu-----	
B.	A. Transfer Personnel Menu	
C.	B. Temporary Additional Duty Menu	
D.	C. Statement of Intent Menu	
E.	D. Entry into Coast Guard Menu	
F.	E. Expiration of Enlistment/End of Service Menu	
G.	F. Retirement	
H.	G. Promotions/Advancements/Reductions Menu	
-----	H. Reserve Training Center Yorktown Menu	
	I. Disciplinary Action/Unauth Absences Menu	
	J. Pay Actions Menu	
	K. Academy Menu	
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<b>What a Menu Does</b>	A menu presents all available options for a particular personnel event or transaction.
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<b>How to Operate a Menu</b>	When a menu appears on the monitor screen, one option will already be highlighted by a bar that you can move up or down from one option to another using the arrow keys on your keyboard. You can select your choice by keying in an option's corresponding letter, or by moving the highlighter bar up or down to the option you want, then pressing the <GO> key. SDA II's framework is structured around its Main Menu. This menu consists of several submenus, as depicted in Exhibit 1-B-1.
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## **Monitor Screens**

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<b>Screen Types</b>	SDA II uses five types of screens:
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- Menu Screens
- Transaction Screens
- Data Entry Screens
- Scrolling Screens, and
- Help Screens

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<b>Why Different Types of Screens</b>	Each screen type has unique features that facilitate data entry and maintenance. Each screen is discussed on the following pages.
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## Menu Screens

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**Menu Screens**      The SDA II menu system cascades on the screen. That is, the menus overlap, displaying the titles of each menu selected previously.

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**Sample**              Here is a sample of a cascading menu:

SDA II	97 OCT 08	FastPath ID: revmenu
+----- SDA II Main Menu -----+		
A. -----	Regular Events Menu-----	
B.	A. Transfer Personnel Menu	
C.	B. Temporary Additional Duty Menu	
D.	C. Statement of Intent Menu	
E.	D. Entry into Coast Guard Menu	
F.	E. Expiration of Enlistment/End of Service Menu	
G.	F. Retirement	
H.	G. Promotions/Advancements/Reductions Menu	
-----	H. Reserve Training Center Yorktown Menu	
	I. Disciplinary Action/Unauth Absences Menu	
	J. Pay Actions Menu	
	K. Academy Menu	
-----		

In this example, from the SDA II Main Menu, the Regular Events Menu option was selected. The Regular Events Menu option offers 11 options.

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- Selecting Options**      There are two ways to select an option from a menu.
- Use the arrow keys to move the highlighter bar to the desired option and press <GO>, or
  - Press the letter corresponding to the desired option listing (i.e., if you wanted to select the Academy Menu, you would press the letter 'K').
-

## Transaction Screens

### Use

On a transaction screen a user can:

- View possible transactions for an event on a member
- Highlight and go to a specific transaction
- Proceed to several transaction screens

### Sample

Here is a sample of a transaction screen:

**Note:** The asterisk behind the screen number (i.e., as shown below ‘PCS Departure Active Duty Transactions (Screen 1 of 2\*)’) tells the user that there could be two screens that will be displayed for list of transactions to be selected (depending on how the user selects the transactions).

PCS Departure Active Duty Transactions (Screen 1 of 2*)		
000-00-0000                      SABM                      DOE, JOHN		
Stat	Options	Transactions
I	<u>Required</u>	Orders
I	<u>Y</u>	Update Qualification Codes?
I	<u>Y</u>	Complete School, Advance, Change Rate?
	<u>N</u>	Enlistment Remaining: 10 mths. Need more obligated time?
		Physical on: (no information available)
I	<u>Y</u>	Is a physical required?
	<u>N</u>	Cleared Quarters prior to departure?
	<u>N</u>	Change the Allotment Address?
	<u>N</u>	Change in Dependency/Emergency Data?
	<u>N</u>	Elect/Decline Servicemen’s Group Life Insurance?
I	<u>Y</u>	New Payment Option?
I	<u>Online</u>	Advance Payments?

### Selecting a Transaction

To select a transaction listed on the screen, you would follow these steps:

Step	Action
1	Use the up/down arrows to place the cursor on the desired transaction on the transaction screen. You could also use the tab or return keys to select a desired transaction.
2	Then press ‘Y’ for yes.
3	If there is more than one transaction that you are wanting to select then press <GO> and the system will automatically take you to the first transaction selected. If wanting to go to a specific transaction first, then press <SHIFT-F7>.



## Data Entry Screens

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<b>Use</b>	Data entry screens update and maintain a member's database records. Each screen has data entry fields for this purpose.
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<b>Sample</b>	In this sample screen, one data entry field would be the Effective Date, another would be the Effective Time.
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**Note:** There could be an asterisk behind the screen number, which tells the user that out of that many screens there could be less than that (i.e., in the PCS Departing transaction there are 5 screens and depending on what type of member the user is working on, the system could bring up all five screens).

PCS Orders (screen 1 of 5*)																																																																													
000-00-0000		SABM		DOE, JOHN																																																																									
<table border="0" style="width: 100%;"><tr><td style="width: 33%;">Effective Departure Date: <u>10/21/1997</u></td><td style="width: 33%;">Effective Time: <u>0001</u></td><td style="width: 34%;">Entry Type:</td></tr><tr><td colspan="3">Duty Type Code: <u>1</u></td></tr><tr><td colspan="3" style="text-align: center; padding-top: 10px;">Transfer Authority: <u>ETO 01-98 of 5 Oct 97</u></td></tr><tr><td colspan="3" style="text-align: center;">Authorizing Official: <u>John Iamgood, YNCS, By direction</u></td></tr><tr><td colspan="3" style="text-align: center;">Interoffice Transfer?: <u>N</u></td></tr><tr><td colspan="7" style="padding-top: 10px;">Proceed &amp; Report:</td></tr><tr><td style="text-align: center;">Dist-Opfac</td><td style="text-align: center;">Station/Place</td><td colspan="5" style="text-align: center;">Nature of</td></tr><tr><td style="text-align: center;"><u>53</u></td><td style="text-align: center;"><u>47400</u></td><td style="text-align: center;">Duty</td><td style="text-align: center;">Report</td><td style="text-align: center;">Time</td><td colspan="2" style="text-align: center;">Date</td></tr><tr><td style="text-align: center;"><u>53</u></td><td style="text-align: center;"><u>47400</u></td><td style="text-align: center;"><u>1</u></td><td style="text-align: center;"><u>NLT</u></td><td style="text-align: center;"><u>2400</u></td><td colspan="2" style="text-align: center;"><u>10/29/1997</u></td></tr><tr><td style="text-align: center;">—</td><td style="text-align: center;">—</td><td style="text-align: center;">—</td><td style="text-align: center;">—</td><td style="text-align: center;">—</td><td colspan="2" style="text-align: center;">—</td></tr><tr><td style="text-align: center;">—</td><td style="text-align: center;">—</td><td style="text-align: center;">—</td><td style="text-align: center;">—</td><td style="text-align: center;">—</td><td colspan="2" style="text-align: center;">—</td></tr><tr><td style="text-align: center;">—</td><td style="text-align: center;">—</td><td style="text-align: center;">—</td><td style="text-align: center;">—</td><td style="text-align: center;">—</td><td colspan="2" style="text-align: center;">—</td></tr><tr><td style="text-align: center;">—</td><td style="text-align: center;">—</td><td style="text-align: center;">—</td><td style="text-align: center;">—</td><td style="text-align: center;">—</td><td colspan="2" style="text-align: center;">—</td></tr></table>							Effective Departure Date: <u>10/21/1997</u>	Effective Time: <u>0001</u>	Entry Type:	Duty Type Code: <u>1</u>			Transfer Authority: <u>ETO 01-98 of 5 Oct 97</u>			Authorizing Official: <u>John Iamgood, YNCS, By direction</u>			Interoffice Transfer?: <u>N</u>			Proceed & Report:							Dist-Opfac	Station/Place	Nature of					<u>53</u>	<u>47400</u>	Duty	Report	Time	Date		<u>53</u>	<u>47400</u>	<u>1</u>	<u>NLT</u>	<u>2400</u>	<u>10/29/1997</u>		—	—	—	—	—	—		—	—	—	—	—	—		—	—	—	—	—	—		—	—	—	—	—	—	
Effective Departure Date: <u>10/21/1997</u>	Effective Time: <u>0001</u>	Entry Type:																																																																											
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<b>Data Entry</b>	You can enter data into a particular field (if there is a solid line under that field) by highlighting that field and using the keyboard to type in the appropriate text. To move to the correct field, press the <tab> key to move forward. The text you will need to enter will vary according to the field.
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**Note:** When on a data entry field, there usually is a help line at the bottom of the screen that describes what the field is asking for.

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## Scrolling Screens

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**Use**                      Scrolling screens in the SDA II system allows you to:

- Add and delete records to and from the database
  - Provide for an unlimited number of entries in a list
- 

**Sample**                      A sample scrolling screen is displayed in the diagram below:

BAQ-Dependency-Emergency Data (Screen 2 of 3*)			
000-00-0000	SABM	DOE, JOHN	
Unique ID	Last Name	First Name	Relation
<u>000000000</u>	Doe	Jane	WW

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**Function Keys**              These function keys will navigate you around a scrolling screen:

Function	Explanation
Arrow Keys	To move up or down one entry
F1	To update an existing entry
F3	To insert a new entry
F5	To toggle between the top and bottom of a list
Shift-F5	To move to the previous page of entries
F6	To print the current screen
Shift-F6	To move to the next screen of entries
F10	Allows you to delete an existing entry

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**Inserting and  
Deleting  
Records**                      When a member's record is inserted into a scrolling screen, all corresponding information for that member is added to the database. Likewise, when a record is deleted from a scrolling list, all of the corresponding information for that member is deleted from the database.

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## Help Screens

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### Format

SDA II displays help information in a variety of formats. These are:

- Picklists of possible valid entries
  - Narrative text
  - Online calculators with the ability to paste values in selected fields
  - Online calendars with search capabilities
- 

### Accessing Online Help

If help is available for a selected action, a function key labeled HELP (F2 Key) will be identified on the screen. To display the help, press the HELP key.

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### A Sample Help Screen

Here is a sample help screen of text that might be displayed:

```

                                SDA II Application Help
+----- System Level Help-----+
|
| The source Data Automation II (SDA II) system collects data for USCG
| active duty and reserve members.
|
| The SDA software automated a system of paper key punch forms which fed
| the personnel system. The replacement system, SDA II, takes a pay and
| personnel event, such as a permanent change of station, and collects all
| relevant data for the event. This data is captured, validated, reviewed and
| approved at the Personnel Reporting Unit (PERSRU) before being transmitted
| to PMIS/JUMPS at HRSIC for processing.
+-----+

```

### Status Line Help

The SDA II system provides extensive help at a variety of levels. These levels include application level, program level, and variable level help. Instructions are also given in the status line in the lower left corner of the screen. The message displayed relates to the action currently being performed. For example, if you are in a data entry screen, the status line message will explain the information to be included in a selected field.

**Example:** If the system is running a lengthy process, the message **SDAII Working ...** is displayed.

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## Help Screens, Continued

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**Levels of Help**      This table describes the different levels of available help:

<b>Level</b>	<b>Description</b>
Application	Reviews the purpose of the overall SDA II system
Program	Explains in detail the selected menu option
Variable	Describes in detail, the selected field, the appropriate data required, and the field length. May also include an answer wheel, online worksheet, or picklist.

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## **Navigating through Screens**

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**Conventions**      SDA II uses the PROGRESS programming language which has keyboard conventions. These conventions facilitate data entry and determine the values a data field will accept.

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**Keys**                These are some PROGRESS keyboard conventions used in SDA II:

<b>Key</b>	<b>Result</b>
Backspace key	Deletes the character to the left of the cursor position.
Tab	Moves forward one field.
Code-Tab Keys	Moves back one field.
Code-Left Arrow	Moves the cursor to the left end of the current line.
Code-Right Arrow	Moves the cursor to the right end of the current line.
Return Key	<ul style="list-style-type: none"><li>• Moves the cursor to the next line or field.</li><li>• When on the last field of a frame, &lt;return&gt; takes you to the beginning of the frame.</li><li>• When pressed in a menu or scroller screen, the highlighted option is selected.</li></ul>

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*Continued on next page*

## **Navigating through Screens, Continued**

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**Data Fields**      The keyboard is also used to type text into data fields.

<b>Field</b>	<b>Action</b>
Character Fields	When you tab to a character field and begin entering text, the text currently in the field will be deleted (unless in INSERT mode).
Date Fields	<ul style="list-style-type: none"><li>• Dates should be entered in the MM/DD/YYYY format.</li><li>• The date field is formulated with a “/”. The user does not need to type a “/” between each date increment. For example, if you enter 030868, the system will display 03/08/1968 in the date field.</li><li>• If you leave the year blank, the current year is filled in as the default.</li><li>• If you enter a “/” and a single number for a day or month, without a leading zero, the leading zero is automatically filled in.</li><li>• The only way to properly delete a date is by pressing the Shift + “?” keys while on the date field.</li></ul>
Logic Fields	These fields contain such values as true/false, yes/no, male/female, offline/online, and extend/reenlist. Typically, you can enter the first unique letter of a selection in a logic field.
Number Fields	<ul style="list-style-type: none"><li>• Number fields are right-justified (text is filled in from the right).</li><li>• Fields in which you must enter an amount allow for two numbers after the decimal point.</li></ul>

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## Progress Conventions

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**Function Keys**     SDA II uses function keys to facilitate data entry. Each key triggers some commonly used function. Because the functions of the keys vary from screen type to screen type, a function key map is displayed at the bottom of each screen.

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**Descriptions**     This table describes the function keys available within SDA II:

Key	Definition	Description	Screen(s)
Shift+F1	FastPath	Moves the cursor to the FastPath ID field and prompts the user to enter a valid FastPath ID. For a list of valid FastPath Ids, press <F2> while in this field	Menu
F1	Go	Executes the selected function and proceeds to the next screen.	Menu, Transaction, Data Entry, Help
F1	Update	Displays the information for the selected record for updating.	Scroller
F2	Help	Displays available help text or list of valid entries.	Menu, Help
Shift+F2	Show/Hide	Removes/displays the Function Key menu from/to the window	All screen types
F3	Insert	Inserts an entry into a scroller and puts the cursor in insert mode.	Transaction, Scroller
Shift+F3	Find	Provides a search capability within scrolling screens and help picklist screens	Scroller, Help
F4	Undo	Reverses the previous action and returns to the previous screen or menu. If updating data within a frame, and then F4 is pressed it will undo any changes made within the frame.	All screen types

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## **Progress Conventions, Continued**

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<b>Key</b>	<b>Definition</b>	<b>Description</b>	<b>Screen(s)</b>
F5	Home	Toggles the highlight bar to the first and last page of a list	Help, Scroller
Shift+F5	PgUp	Displays the contents of the previous frame.	All screen types
F6	Print	<p>Prints the contents of the screen to the default printer or displays a menu of print options.</p> <p>These are three options that may be displayed on a print menu:</p> <ul style="list-style-type: none"><li>• <b>Print Screen:</b> Prints the active form.</li><li>• <b>Print Transaction Log:</b> Prints the transaction log for the events or transactions that have been or will be transmitted to HRSIC.</li></ul> <p><b>Note:</b> If you are on a transaction driver, the transaction log will be printed.</p> <ul style="list-style-type: none"><li>• <b>Print Form Name:</b> Prints the form selected from the Print Menu</li></ul>	Menu, Transaction, Data Entry, Help
Shift+F6	PgDown	Displays the contents of the next frame.	All screen types
F7	Recall	Returns the original data to a data entry field prior to modification.	Transaction, Data Entry
Shift+F7	Calc	Provides an online calculator with the ability to cut and paste into screens.	Help
Shift+F7	Proceed	Performs the operation on which the cursor is residing.	Transaction

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*Continued on next page*



## **Progress Conventions, Continued**

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<b>Key</b>	<b>Definition</b>	<b>Description</b>	<b>Screen(s)</b>
F8	Clear	Removes all data from the field being updated: <ul style="list-style-type: none"><li>• In a character field, F8 removes data from the cursor to the end of the field.</li><li>• In a logic field, sets the value at false.</li><li>• In a numeric field, sets the value to zero.</li></ul>	Transaction, Data Entry
Shift+F8	Cal	Provides an online calendar.	Help
F9	PrevMenu	Closes the current screen and returns the user to the previous menu.  <b>Note:</b> In a help screen, F9 returns you to the previous frame of text.	Menu, Transaction, Data Entry, Help
Shift+F9	Main Menu/Exit	Returns you to the SDA II Main Menu screen without saving data.  Note: To exit the SDA II system, press SHIFT+F9 at the Main Menu. The prompt “Do you wish to exit the SDA II system?” will be displayed. To exit the system, type ‘Y’ for yes, or ‘N’ for no.	Menu, Transaction, Data Entry
F10	Delete	Removes an entry from a scrolling screen without saving data.	Scroller
F10	Delete Line	Removes a line of text.	Data Entry

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## Entering and Exiting SDA II

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### Logging In

Do the following to log into the SDA II system and access the Main Menu:

**Note:** For first time users you must obtain a user name and password from the supervisor of the PERSRU.

Step	Action
1	From the Workstation III desktop, double click on the SDA II icon.
2	At the SDA II login box, enter your I.D. and password.  <b>Note:</b> This gives you access to the sequent computer.
3	At the SDA II sign on screen enter your I.D. and password.  <b>Note:</b> This gives you access to the SDA II application.
4	The SDA II Main Menu will be displayed.
5	Every 30 days, SDA II will require you to enter a new password. If you are prompted to do so, enter the new password and verify it by re-entering the new password. Once your password has been successfully changed, you will be prompted to change your Sequent password. Enter your old password and then your new password. You may enter the same password you used for your SDA II password and once again you will be asked to verify it.  <b>Note:</b> Passwords must be 8 characters, begin with a letter and contain two numbers at the end. The first 3 characters of the password must be different than the first 3 characters of the previous month's password.  <b>Note:</b> In the event you are not successful in changing your Sequent password, you may do so from the System Administration Menu Option "C" (Change Sequent Password).
6	Use the arrow key to highlight the menu screen you want and press <F1> or press the alphabetical letter of the menu screen you want to bring up.  <b>Note:</b> The system has a time limit feature that is set by the system administrator (i.e., if your system's time limit feature is set at 15 minutes and there is no key board activity within this time period then you will have to reenter your userid and password. This is set for security purposes.

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## Entering and Exiting SDA II, Continued

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**Exiting SDA II**    Do the following to exit SDA II:

Step	Action
1	Complete any unfinished transaction you have started.
2	Press <Shift+F9>. This will return you to the Main Menu screen.
3	<p>Press &lt;Shift+F9&gt; again. A message will be displayed asking if you wish to exit SDA II. Press 'Y' for yes.</p> <p>If you have tried to exit and have unprinted documents in the system, you will see the following message:</p> <p>You have unprinted documents in the system. They will be deleted if you exit SDA II now. Do you wish to EXIT the SDA II system?</p> <p><b>Note:</b> Users must not finish out of SDA II any other way. Finishing out of SDA II any other way will lock the user out of SDA II and the Admin User will have to run the adhoc 'reset_userid.r' to unlock the user.</p>
4	Press <F1>. You will be logged out of SDA II.

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**Exhibit 1-B-1**

**MENU MAP/FASTPATH IDS**

**Purpose**            The following is a diagram of the progressive event menus found in SDA II, the fastpath acronym is indicated in (parenthesis).

**SDA II Main Menu**

- A. **Regular Events Menu**
- B. General Record Maintenance Menu
- C. Local Reports Menu
- D. Administrative Remarks-Page 7
- E. Review
- F. Review and Approval
- G. Transaction Review View
- H. Transaction Review
- I. Reserve Unique Events Menu
- J. System Administration Menu
- K. HRSIC Administration Menu

**A. Regular Events Menu** (*revmenu*)

- A. Transfer Personnel Menu (*trapmenu*)
  - A. PCS Departing Menu (*tppcsdpt*)
    - A. PCS Departing (*tppcsdpt*)
    - B. PCS Departing Orders Multiple Transactions Scroller (*dord*)
  - B. PCS Reporting Menu (*tppcsrpt*)
    - A. PCS Reporting (*tppcsrpt*)
    - B. PCS Reporting Orders Multiple Transactions Scroller (*rord*)
  - C. Admin Change of Servicing PERSRU Due to TAD (*d100tad*)
  - D. Admin Change of Servicing PERSRU For A Unit (*d100unit*)
  - E. Recreate PERSRU to PERSRU Data Transfer File (*mbrexp*)
- B. Temporary Additional Duty Menu (*tad\_menu*)
  - A. Temporary Additional Duty Transactions (*tad*)
  - B. Change BAS/Career Sea Pay Multiple Transaction Scroller (*p620*)
- C. Statement of Intent Menu (*soimenu*)
  - A. Discharge, RELAD, or Retirement (*soisep*)
  - B. Extension/Reext/Reenlistment/Retention/Recall (*soiext*)

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*Continued on next page*

**Exhibit 1-B-1**

**MENU MAP/FASTPATH IDS, Continued**

- D. Entry into Coast Guard Menu (*ecgmenu*)
  - A. Officer Accession into Coast Guard (*endircom*)
  - B. Enlistment into Coast Guard (*enenlreg*)
  - C. Recall from Retirement With Break in Service - Enlisted (*enrrete*)
  - D. Recall from Retirement With Break in Service - Officer (*enrreto*)
  - E. Immediate Recall from Retirement - No Break in Service (*p193*)
  - F. Special Offline Payments Other Than Advances Scroller (*enadvpay*)
- E. Expiration of Enlistment/End of Service Menu (*eesmenu*)
  - A. Agree to Extend Enlistment (*expextag*)
  - B. Begin Extension of Enlistment (*expextbe*)
  - C. Discharge to Immediate Reenlistment (*exdiir*)
  - D. Release from Active Duty (RELAD) (*exprelad*)
  - E. Discharge (*expdad*)
  - F. Voluntary and Involuntary Retentions (*expretn*)
  - G. Cancel Extension of Enlistment (*expcan*)
  - H. Certificate of Release or Discharge from Active Duty(DD-214) (*dd214*)
- F. Retirement (*retire*)
- G. Promotions/Advancements/Reductions Menu (*parmenu*)
  - A. Advancement/Adding Designator (*paradv*)
  - B. Change in Rating (*parcir*)
  - C. Warrant Appointments (*parwar*)
  - D. Reduction/Remove Designator (*parred*)
- H. Reserve Training Center Yorktown Menu (*ocsmenu*)
  - A. Reporting Enlisted/Warrant Officer Cand to Temp Officer (*ocsrocto*)
  - B. Former Enlist/Warrant Officer Departing as Temp Officer (*ocsdto*)
  - C. Reporting Enlisted Officer Cand to Reserve Commission (*ocsroerc*)
  - D. Former Enlisted Departing as Reserve Commission (*ocsredro*)
  - E. Reporting Reserve Enlisted Officer Cand for Res Officer (*ocsrocro*)
  - F. Former Reserve Enlisted Departing as Reserve Officer (*ocsdocro*)
  - G. ROCI Officer Program (*ocsroci*)
- I. Disciplinary Action/Unauth Absences Menu (*dauamenu*)
  - A. Court Martial/NJP Result (*discrctm*)
  - B. Begin Confinement (*discbcnf*)
  - C. Return from Confinement (*cnfret*)
  - D. Remove Mark of Desertion (*p425*)
  - E. Begin Unauthorized Absence (*p400*)
  - F. Declare Member a Deserter (*p240*)
  - G. Member Returned Having Been UA/Deserter (*p411*)
  - H. Begin Absence due to Alcohol/Drugs (*p644*)
  - I. End Absence due to Alcohol/Drugs (*p616*)

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*Continued on next page*

**Exhibit 1-B-1**

**MENU MAP/FASTPATH IDS, Continued**

- J. Pay Actions Menu (*paacmenu*)
  - A. Member Initiated Pay Actions Menu (*mipamenu*)
    - A. Start, Stop, Change Allotments or Bonds (*mipaalot*)
    - B. Montgomery GI Bill Allotments (*mpa\_mgib*)
    - C. Payment Option Election (*mipapoe*)
    - D. Officer Uniform Allowance (*mipaunif*)
    - E. Civilian/Supplementary Clothing Allowance (*mipacma*)
    - F. Advance Pay and/or Allowances (*mipaadup*)
    - G. Family Separation Allowance (*mipafsa*)
    - H. Dependent Dental Coverage (*mipadent*)
    - I. Change Tax Information (*mipatax*)
    - J. Change Allotment Address (*p800*)
    - K. FSA Scroller for Unit (*FSAS*)
  - B. Pay Adjustments Menu (*padmenu*)
    - A. Start/Resume Pay and Allowances (*padjstrt*)
    - B. Start Prorated BAS (*padjpbas*)
    - C. Start Supplemental BAS (*padjsbas*)
    - D. Start Fractional COLA (*padjcola*)
    - E. Stop Pay and Allowances (*padjstop*)
    - F. Change BAH or BAQ/VHA (*padjbaq*)
    - G. Suspend Flight Pay or Terminate Aviator Status (*padjsusp*)
    - H. Start, Stop or Change OHA (*padjoha*)
    - I. Start or Stop Interim Housing Allowance (*p609-ih*)
    - J. Start/Change/Verify VHA Offset (*p608-vhaof*)
    - K. Suspend, Remove Suspension or Stop SRB (*p602*)
    - L. Special Offline Payment (*padjspcl*)
  - C. Liquidation of Indebtedness F/Travel Advances (*pactliq*)
  - D. Change Liquidation Schedule (*pactchg*)
  - E. Miscellaneous Credit to Member's Account (*pactcred*)
  - F. Small Stores Checkage (*pactstor*)
  - G. Pay Adjustments Scroller Menu (*padscr*)
    - A. Start Cola (*p607-colas*)
    - B. Stop COLA Without Dependents (*p625-woscr*)
    - C. Stop COLA with Dependents (*p625-wscr*)
- K. Academy Menu (*acadmenu*)
  - A. Revert to Enlisted from Cadet (*revcadt*)
  - B. Discharge from Cadet Status (*discadt*)
  - C. Accession of Cadet Graduate (*cadtacc*)

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*Continued on next page*

**Exhibit 1-B-1**

**MENU MAP/FASTPATH IDS, Continued**

**SDA II Main Menu**

- A. Regular Events Menu
- B. **General Record Maintenance Menu**
- C. Local Reports Menu
- D. Administrative Remarks
- E. Review
- F. Review and Approval
- G. Transaction Review View
- H. Transaction Review
- I. Reserve Unique Events Menu
- J. System Administration Menu
- K. HRSIC Administration Menu

**B. General Record Maintenance Menu (*grmmenu*)**

- A. Dependency/Housing/Beneficiaries Menu (*dhicmenu*)
  - A. Change in Dependency/Emergency Data/SGLI (*depchg*)
  - B. Dependency/Emergency Data (4170A) Batch Print (*depprt*)
  - C. Change in Housing (*housing*)
  - D. Electing or Declining Servicemen's Group Life Insurance (*p809*)
- B. Training, Education, and Qualifications Menu (*teqmenu*)
  - A. ASVAB Scores (*asvab*)
  - B. Change Aviator Qualification (*304-av*)
  - C. Completion of Degree/Training (*324-deg*)
  - D. Change Education Level (*324-edu*)
  - E. Completed School (*p341*)
  - F. Change Qualification Codes (*304-q*)
  - G. Record Foreign Language Skill (*324-for*)
  - H. Establish Officer as Aviator (*p105-av*)
  - I. Report Scores from ASVAB Retest (*reasvab*)
  - J. Diving Qualification Lapse Date (*304-d*)
  - K. Servicewide, CWO Information (*325*)
- C. Miscellaneous Menu (*miscmenu*)
  - A. Leave Reporting (*leave*)
  - B. Report Death of a Member (*p266*)
  - C. Declare Member Missing (*p231*)
  - D. Member Became U.S. Citizen (*ctzn*)
  - E. Return Member from Missing (*p232*)
  - F. Change Cost Center (*p102*)

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*Continued on next page*

**Exhibit 1-B-1**

**MENU MAP/FASTPATH IDS, Continued**

- C. Miscellaneous Menu (*miscmenu*), continued
  - G. Height/Weight Measurement (*333*)
  - H. Record Award Information (*305*)
  - I. Report Physical Exam Findings (*p950*)
  - J. Assignment Data Maintenance (*asgd*)
  - K. Officer Evaluation Reports Menu (*oer\_menu*)
    - A. Reporting Officer Maintenance (*rof\_mnt*)
    - B. Officer Evaluation Reporting Maintenance (*oer\_mnt*)
    - C. Overdue Annual OERs Report (*oerovdan*)
    - D. Overdue OER Reports (*oerovd*)
  - L. Miscellaneous Menu II (*misc2\_menu*)
    - A. Pay Enlisted/Prior Service Incentive Bonus (*H600p*)
    - B. Member's Locally Created Data (*lcrd*)
- D. HRSIC Transactions (*ppc\_mnu*)

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**SDA II Main Menu**

- A. Regular Events Menu
- B. General Record Maintenance Menu
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- J. System Administration Menu
- K. HRSIC Administration Menu

**C. Local Reports Menu (*locrmnu*)**

**Note:** If your SDA II userid indicates that you work for an ISC PERSRU, when running SDA II reports, the system will ask you if you want to run the report for only the members you service or your entire Area of Responsibility (AOR).

- 
- A. Personnel Transaction Log (*rptptlog*)
  - B. Personnel Data Information (PDIF) (*rptpdif*)
  - C. Pending SOI Report (*rptexpen*)
  - D. Expiration of Enlistment Report (*rptexp*)
  - E. Separation List (*rptsep*)
  - F. BAH/BAQ Information Report (*bir*)
  - G. Complete and In-process Transactions (*rptstat*)

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*Continued on next page*



**Exhibit 1-B-1**

**MENU MAP/FASTPATH IDS, Continued**

**C. Local Reports Menu (*locrmenu*), continued**

- H. Mailing Labels Menu (*mail\_menu*)
  - A. Missing Addresses Report (*ml\_miss*)
  - B. Address Labels Alphabetically within Unit (*ml\_unit*)
  - C. Address Labels by Pay Grade (*ml\_grade*)
  - D. Address Labels for selected SSNs (*ml\_res*)
  - E. Address Labels by Rate (*ml\_rate*)
- I. Non-Rate Reports (*nonrate*)
- J. Identify Member by Dependent Birth Date (*baq\_id*)
- K. Good Conduct Report (*cndct*)
- L. Duty Status Report (*duty*)
- M. Local Reports Menu II (*locrmenu2*)
  - A. Data Base Roster (*db*)
  - B. Member Weight Report (*mwr*)
  - C. Minority Designator Report (*mdr*)
  - D. Unit Roster (*unit*)
  - E. Pending Incoming PCS Transfer Report (*pipcstr*)
  - F. Extension/Reextension Verification Report (*ervr*)
  - G. Reserve Anniversary/Screening Report (*rasr*)
  - H. Cost Center Code/Billet Control Number Report (*cccbcnr*)
  - I. Home of Record Information Report (*hrir*)
  - J. SGLI Roster (*sglir*)
  - K. Allotment Information Report (*air*)
  - L. School Completion Information Report (*scir*)
  - M. Local Reports Menu III (*locrmenu3*)
    - A. Physical Information Report (*pir*)
    - B. Sea Time/Sea Pay Premium Report (*searpt*)
    - C. Blanket Allotment Code Report (*blanket*)
    - D. SRB Page7 Report (*srbp7*)
    - E. Dependents Reaching 21 Report (*lglage*)

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**Exhibit 1-B-1**

**MENU MAP/FASTPATH IDS, Continued**

**SDA II Main Menu**

- A. Regular Events Menu
- B. General Record Maintenance Menu
- C. Local Reports Menu
- D. **Administrative Remarks-Page 7**
- E. Review
- F. Review and Approval
- G. Transaction Review View
- H. Transaction Review
- I. Reserve Unique Events Menu
- J. System Administration Menu
- K. HRSIC Administration Menu

**D. Administrative Remarks** (*aflmenu*)

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**SDA II Main Menu**

- A. Regular Events Menu
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- C. Local Reports Menu
- D. Administrative Remarks-Page 7
- E. **Review**
- F. Review and Approval
- G. Transaction Review View
- H. Transaction Review
- I. Reserve Unique Events Menu
- J. System Administration Menu
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**E. Review** (*review*)

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*Continued on next page*

**Exhibit 1-B-1**

**MENU MAP/FASTPATH IDS, Continued**

**SDA II Main Menu**

- A. Regular Events Menu
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- F. **Review and Approval**
- G. Transaction Review View
- H. Transaction Review
- I. Reserve Unique Events Menu
- J. System Administration Menu
- K. HRSIC Administration Menu

**F. Review and Approval** (*revapp*)

---

**SDA II Main Menu**

- A. Regular Events Menu
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- C. Local Reports Menu
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- E. Review
- F. Review and Approval
- G. **Transaction Review View**
- H. Transaction Review
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- J. System Administration Menu
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**G. Transaction Review View** (*tranrevvw*)

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*Continued on next page*

**Exhibit 1-B-1**

**MENU MAP/FASTPATH IDS, Continued**

**SDA II Main Menu**

- A. Regular Events Menu
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- H. Transaction Review**
- I. Reserve Unique Events Menu
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**H Transaction Review (*tranrev*)**

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**SDA II Main Menu**

- A. Regular Events Menu
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- H. Transaction Review
- I. Reserve Unique Events Menu**
- J. System Administration Menu
- K. HRSIC Administration Menu

**I. Reserve Unique Events Menu (*ruemenu*)**

- A. Change Category, Class, Pay Status (*r910*)
- B. Assign/Remove Training Rating (*r920*)
- C. Screening questionnaire Menu (*sq\_menu*)
  - A. Print Annual Screening Questionnaire (*sq\_info*)
  - B. Report Annual Screening Data (*r900-rptsq*)
  - C. Print Overdue Screening Questionnaires Report (*scr\_rpt*)
- D. Reserve Officer Experience Indicator (*r960*)

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*Continued on next page*

**Exhibit 1-B-1**

**MENU MAP/FASTPATH IDS, Continued**

- E. Reserve ADT Actions and Reports Menu (*radt\_men*)
  - A. Active Duty Training Reports Menu (*radtr\_me*)
    - A. Anniversary Year Report by Anniversary Year (*ay\_ay*)
    - B. Anniversary Year Report by Pay Grade (*ay\_grade*)
    - C. Anniversary Year Report by Unit by Last Name (*ay\_unitln*)
    - D. Anniversary Year Report by Unit by Anniv Yr (*ay\_unitad*)
    - E. Quarterly Reserve Activities Report (*adtqtr*)
    - F. Document ID Report by Cost Center within District (*id\_cost*)
    - G. Document ID Report by Cost Center, Object and Site (*id\_ccos*)
    - H. Document ID Report by Fiscal Year (*id\_fy*)
    - I. ADT History Report by Member (*hist\_mbr*)
    - J. ADT History Report by Unit (*hist\_unt*)
    - K. ADT History Report by Duty OPFAC (*hist\_opf*)
    - L. ADT TOTALS (DETAIL) for COMDT (*l87217*)
    - M. ADT TOTALS (SUMMARY) for COMDT (*s87217.p*)
  - B. ADT Orders (*adt-eoe*)
  - C. Depart/Report ADT (*r990*)
  - D. Process Lump Sum Leave Payments (*r975*)
  - E. Stop Basic Pay, BAQ and BAS Entitlements (*r991*)
  - F. ADT History Maintenance (*adthist*)
- F. Reserve IDT Actions and Reports Menu (*ridt\_men*)
  - A. Site Code Maintenance (*scd\_mnt*)
  - B. Drill Group Maintenance (*resgrp*)
  - C. Member/Group Maintenance (*grpmbr*)
  - D. IDT Drill maintenance (*grpdr1*)
  - E. Drill Attendance Maintenance (*grpdrs*)
  - F. Drill Orders (*idtord*)
  - G. Unit Attendance Report (*uarrpt*)
  - H. IDT Drill for Pay and Points (*r985*)
  - I. IDT Drill Status Report (*idtdrlrpt*)
- G. Report Course Completion (*r970*)
- H. Report Miscellaneous Events (*r900-misc*)
- I. Amend Expected Active Duty Termination Date (*p191*)
- J. Report Additional Active Duty Authorized (*p192*)
- K. Record Reserve RMGIB Eligibility Status (*p230*)
- L. Ready Reserve Mobilization Income Insurance Program (*rrmiip*)
- M. Pay SELRES (or Reserve) Enlistment Bonus (*h600r*)

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*Continued on next page*

**Exhibit 1-B-1**

**MENU MAP/FASTPATH IDS, Continued**

**SDA II Main Menu**

- A. Regular Events Menu
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- J. **System Administration Menu**
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**J. System Administration Menu** (*samenu*)

- |   |  |
|---|--|
| A. View Transmittal Reports ( <i>transrpt</i> ) | All users  |
| B. Site File Maintenance ( <i>sasite</i> )      | All users - Requires Admin Password                          |
| C. Change Sequent Password ( <i>userscr</i> )   | All users  |
| D. Remarks Maintenance ( <i>rmkscr</i> )        | All users  |
| E. Run Adhoc Routine ( <i>sadhoc</i> )          | All users - Requires Admin Password<br>To run reset_userid.r |
| F. Member Locator                               | All users  |

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**Exhibit 1-B-1**

**MENU MAP/FASTPATH IDS, Continued**

**SDA II Main Menu**

- A. Regular Events Menu
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- K. **HRSIC Administration Menu**

**K. HRSIC Administration Menu**

**Note: This section contains important PERSRU user related information regarding transmittals and printing.**

- A. Data Transmission
  - B. Database Update/Start of Day
  - C. Directory Cleanup
  - D. Help Text Maintenance
  - E. Purge Transaction History
  - F. About SDA II
  - G. View Database Update Reports
  - H. HRSIC Reports Menu
    - A. Users Not Accessing SDA II Report
    - B. Users Made Inactive by Departing 8C Report
    - C. Approved Transaction Report
    - D. Approved Totals Report
    - E. GDG Report
    - G. Update FTP Password Date
    - H. Incomplete Transactions Report
  - I. Security File Maintenance
  - J. DAFIS Interface
  - K. User ID Administration
-

**SECTION C**  
**SIGNATURE OF RESPONSIBLE OFFICER**

---

## **Section Overview**

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**Introduction**      This section provides guidance on signature authority responsibilities.

---

**In this section**      The following topics will be discussed in this section:

<b>Topic</b>	<b>See Page</b>
Discussion	1-C-2
Reference	1-C-2
Authority to sign forms and worksheets	1-C-2
Authority to sign PMIS/JUMPS transactions	1-C-3
Payment Approving Officials' responsibilities and liabilities	1-C-3
Designation procedures	1-C-4

---



**Section C**  
**SIGNATURE OF RESPONSIBLE OFFICER**

---

## **Signature of Responsible Officer**

---

**Discussion**      The requirement to sign various forms and worksheets in this manual and to electronically sign PMIS/JUMPS transactions is necessary to affirm and give legal credence to the information contained on the form or in the transaction. The commanding officer should avoid situations where the responsible officer lacks the knowledge or time to check the form and may sign as a formality.

---

**References**      The following references contain more information about signature authority.

- COMDTINST M5000.3(series), CG Regulations
- Chapter 7-1-8, Administration of Oaths
- Chapter 7-1-9, Signing Official Correspondence
- COMDTINST M7210.1(series), Certifying and Disbursing Manual

---

**Authority to sign forms and worksheets**      The commanding officer may authorize in writing for officers, chief petty officers, first class petty officers, or second class petty officers to sign forms and worksheets “by direction”, subject to the following restrictions.

- Only officers, the MCPO-CG, Commandant designated Command Master Chiefs, and permanently assigned enlisted officers-in-charge may administer reenlistment and extension of enlistment oaths and sign the appropriate reenlistment or extension document.
- Specific authorization must be given in “by direction” letters for authority to sign Unit Attendance Records (or equivalent records of drill attendance, such as endorsed IDT drill orders and electronic submissions of drill attendance). Appropriate letters of delegation should be available at active duty drilling commands and at servicing PERSRUs. For potential audit purposes, it is recommended that signed originals of drill input documentation be retained at either the active duty drilling command or the servicing PERSRU.
- The "by direction" authority granted to second class petty officers shall normally be limited to routine PMIS/JUMPS items such as leave and personnel transactions. Second class petty officers shall only be given authority to sign all PMIS/JUMPS transactions "by direction" in cases where there is a shortage of officers, chief petty officers, and first class petty officers at the unit.

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*Continued on next page*

**SECTION C**  
**SIGNATURE OF RESPONSIBLE OFFICER**

---

**Signature of Responsible Officer, Continued**

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**Authority to  
sign forms and  
worksheets  
(cont'd)**

- Only officers, the Master Chief Petty Officer of the Coast Guard (MCPO-CG), Commandant designated Command Enlisted Advisors, and designated recruiting office chief petty officers and petty officers may administer enlisted oaths and sign enlistment contracts.
  - Only the commanding officer may sign the PCS Departing Worksheet (CG-HRSIC-2000) or the Advances Worksheet (CG HRSIC-2010) when the member is requesting Advance Pay & Allowances or Advance Pay with liquidation period in excess of 12 months.
- 

**Authority to  
sign  
PMIS/JUMPS  
Transactions**

The commanding officer of a unit with a PERSRU must nominate at least one officer, chief petty officer, first class petty officer, second class petty officer, or civilian employee in grade GS-7 or above, for designation by HRSIC (MAS) as a Payment Approving Official (PAO).

- Only properly designated PAOs have the authority to sign PMIS/JUMPS transactions.
  - Only properly designated PAOs may have update capability in the review and approval module in the SDA II software program to approve transactions for transmission to HRSIC.
- 

**Payment  
Approving  
Officials'  
responsibilities  
and liabilities**

It is Coast Guard Policy that PAOs have the same level of financial liability as an Authorized Certifying Officer (ACO), as described in Chapter 1 of COMDTINST M7210.1A, Certifying and Disbursing Manual. Thus, if a PAO incorrectly certifies a document to an ACO that directly results in an erroneous or improper payment, the PAO is responsible for the error. PAOs remain fully accountable officers to the Coast Guard and may be found to have pecuniary liability; and/or may have their personal evaluations (OER/CIV Performance Appraisal/EPEF) impacted by such action by an official in their chain with evaluation approving authority.

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*Continued on next page*

**Section C**  
**SIGNATURE OF RESPONSIBLE OFFICER**

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**Signature of Responsible Officer, Continued,** Continued

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**Designation  
Procedure**

Commanding Officers will request PAO designations, revocations or terminations for PERSRU officials by submitting a CG HRSIC-7210 form (*Designation as Payment Approving Official*) to HRSIC (MAS). Blank forms can be found in enclosure (1) of the Personnel and Pay Procedures Manual, HRSICINST M1000.2A.

If the CG HRSIC-7210 requests designation of a second class petty officer as a PAO, the commanding officer shall attach to the CG HRSIC-7201 a letter explaining what PAO authority will be granted to the second class petty officer (e.g., authority to sign leave and personnel transactions only).

HRSIC is the final approving authority for the designation of PAOs at PERSRUs. After receipt and review of the CG HRSIC -7210, HRSIC (MAS) will certify the PAO designation. The original form will be returned to the local command along with a detailed brochure outlining the duties, responsibilities, and liabilities of the PAO.

---

## **Section Overview**

---

**Introduction**      This section provides guidance on communications guidelines.

---

**In this section**      The following topics will be discussed in this section:

<b>Topic</b>	<b>See Page</b>
Communication between the member, unit, and the PERSRU	1-D-2
Communication between the PERSRU and HRSIC	1-D-3

---

## Communication and Information Flow

---

**Communication  
between the  
member, unit, and  
the PERSRU**

There are different ways in which the member, Unit and PERSRU can communicate. It is up to each Unit and PERSRU to establish the most preferred method in which to communicate with their customers, the members.

Type	Method	Uses
1	Mail	Not as fast as types 2-4, but when urgency is not a factor it is the best way of getting information to and from the unit (e.g., worksheets).
2	E-Mail	Very effective form of information exchange. It can be traced and other documents can be attached. Depending where sent, it can be received very quickly. <b>Note:</b> Members or units that do not have access to the Coast Guard Data Network (CGDN) for the use of E-Mail, can use the Coast Guard's Internet E-Mail gateway to send and receive E-Mail between themselves and Coast Guard units if they have access to Internet E-Mail. Internet gateway users should be advised that this method does not offer the security of the CGDN and that information of a highly personal nature or information protected by the Privacy Act should not be transmitted through the gateway. Consult COMDTNOTE 5270, Policy and Procedures for the Electronic Mail Gateway to the DOT and Worldwide Internet Network, for more information.
3	Telephone	Fastest form of communication. Limitation: No "hard copy".
4	Telefax	A fast method of communication. A good way to get a "hard copy".

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*Continued on next page*

## Communication and Information Flow, Continued

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### Communication between the PERSRU and HRSIC

Communication between HRSIC and individual PERSRUs is essential to effect timely and accurate pay and personnel functions. When the PERSRU must notify HRSIC of pay and personnel issues the following methods of communication are acceptable:

Type	Method	Notes
1	E-Mail to the HRSIC Business Line (example; MAS/HRSIC)	Most preferred method and highly recommended.
2	Telephone call to the HRSIC Business Line	Use only when a document is not necessary; example, replacement copies of PDE forms.
3	Formal Correspondence or Rapidraft to the HRSIC Business Line	Mail when urgency is not a factor. Telefax when quick delivery is necessary.
4	Message to the HRSIC Business Line	Use when ships are underway.

---

## **Section Overview**

---

**Introduction**      This section provides guidance on corrections/changes of names, SSN, date of birth, or minority designator. This section also discusses how to submit a request to correct or void a contract (i.e., Enlistment/Reenlistment Contract, Agreement to Extend/Reextend Contract, or Oath of Office).

---

**In this section**      The following topics will be discussed in this section:

<b>Topic</b>	<b>See Page</b>
Introduction	1-E-2
References	1-E-2
Request for corrections/changes to name, SSN, date of birth and minority designator	1-E-2
When the request is approved by HRSIC	1-E-2
Corrections to signed contracts after distribution	1-E-3
Contracts that need to be voided	1-E-4
Corrections and Deletions to all other transactions in SDA II	1-E-4

---

## Corrections/Changes to Official Documents

<b>Introduction</b>	Changes to official Coast Guard records must be made only after an administrative examination has been made of the documentation presented, and approval is obtained from HRSIC (MAS) or CGPC (adm-3) or (rpm).
<b>References</b>	Military Personnel Records Data (PDR) System, COMDTINST M1080.10 (series), Paragraph. 8 Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 5-D
<b>Request for corrections/changes to name, SSN, date of birth and minority designator</b>	<p>Requests for corrections/changes of name, SSN, or date of birth or minority designator for Coast Guard military personnel shall be submitted to HRSIC (MAS) as outlined in the Personnel and Pay Procedures Manual (3PM).</p> <p><b>VERY IMPORTANT:</b> The PERSRU must not transmit SDA II transactions on a member once a request to correct a name or SSN has been initiated. If necessary, send an E-Mail to MAS/HRSIC requesting transaction input.</p>
<b>When the request is approved by HRSIC</b>	<p>Changes in name, SSN, date of birth and minority designator are effective on the date of approval by HRSIC (MAS).</p> <p>If the request is approved, HRSIC (MAS) will send a copy of the letter of authorization to CGPC (adm-3) and the PERSRU. HRSIC (MAS) will enter changes directly into PMIS/JUMPS. Upon receipt of the letter of authorization, the PERSRU should record the name or SSN change/correction on:</p> <ul style="list-style-type: none"><li>• the cover of the member's PDR</li><li>• the reverse side of the current Enlistment Contract, current Reenlistment Contract, or Acceptance and Oath of Office</li></ul>

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## Corrections/Changes to Official Documents, Continued

### When the request is approved by HRSIC, continued

**VERY IMPORTANT:** Once the name or SSN has been successfully changed by HRSIC in the PMIS/JUMPS database, the PERSRU will be notified, via E-Mail. The PERSRU should then take the following steps:

- Check incoming SDA II updates to determine when the local database reflects the name change.
- Ensure previous transactions that have not been transmitted are rebuilt under the correct name or SSN in SDA II.
- If SSN was changed, then delete the incorrect SSN in SDA II by using the Adhoc/nohist\_del.r (the System Administrator should do this).

Once the above has been verified and completed, the PERSRU may start submitting transactions on the member through PMIS/JUMPS.

### Corrections to signed contracts after distribution

For changes to name, SSN, date of birth, and minority designator submit a certified copy of the member's birth certificate, social security card, and a pen and ink corrected copy of the original contract with the letter request. For all other fields of contracts, submit a pen and ink corrected copy of original contract and any supporting documentation with the letter request.

Contract Name	PMIS/JUMPS Transaction	Form Name
Acceptance and Oath of Office	L65B	CG-9556
Enlistment/Reenlistment Contract	L61B (for Enlistment) L62B (for Reenlistment)	DD Form 4
Agreement to Extend Enlistment	L67A (P154 for first extension L67A (P159) for reextensions	CG-3301B

A certified copy of the member's birth certificate, social security card, and a pen and ink corrected copy of the original contract shall be included in the letter request. The chart below summarizes where to send requests for corrections by field:

Field on contracts	Approving Command
Date Entered Current Active Duty	CGPC (adm-3) or (rpm)
Date of Enlistment/Reenlistment	CGPC (adm-3) or (rpm)
Place of Enlistment	CGPC (adm-3) or (rpm)
Term of Enlistment/Reenlistment	CGPC (adm-3) or (rpm)
Grade/Rate	CGPC (adm-3) or (rpm)
Previous Military Service upon Enlistment or Reenlistment	CGPC (adm-3) or (rpm)
Reason for Extension/Reextension (CG-3301B)	CGPC (adm-3) or (rpm)
All other fields	HRSIC (MAS)

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## Corrections/Changes to Official Documents, Continued

**Corrections to signed contracts after distribution, continued**

The PERSRU must use the following procedures when a change or correction to a contract (any of the contracts mentioned on prior page) has been approved by CGPC (adm-3) or (rpm).

IF	THEN
the original incorrect contract was never transmitted by the PERSRU to HRSIC.	the approved corrected contract must be transmitted to HRSIC by the PERSRU.
the original incorrect contract was transmitted by the PERSRU to HRSIC.	the approved request to correct the contract must be submitted to HRSIC (MAS).  <b>Note:</b> This will allow HRSIC, to correct the information that was incorrect on the initial transmission of the contract. Rule of thumb, if a contract was transmitted to HRSIC and was incorrect and needs CGPC approval, then HRSIC will have to make the changes in PMIS/JUMPS.

**Contracts that need to be voided**

The authority to void a contract (any of the contracts mentioned on prior page) rests with CGPC (adm-3) or (rpm). A copy of the original contract must be included in the letter request. The PERSRU must use the following procedures when a contract has been voided by CGPC:

IF	THEN
the original incorrect contract was never transmitted to HRSIC.	Annotate on the original contract "void". Attach a copy of the approved letter and retain it in the member's PERSRU PDR. If a new contract needs to be submitted, then the PERSRU must transmit the new one to HRSIC
the original incorrect contract was transmitted to HRSIC.	the approved request to void the contract must be submitted to HRSIC (MAS).  <b>Note:</b> This will allow HRSIC, to correct the information in PMIS/JUMPS on the member to show that the contract was voided.

**Corrections and Deletions to all other transactions in SDA II**

To find out if a transaction can be corrected or deleted, refer to the correction and deletion information provided for each individual transaction in Chapter 2.